

15 AUG 1976

DDA Registry
76-4166

MEMORANDUM FOR: Chief, Management and Assessment Staff, DDA
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Efficiency Evaluation Project
REFERENCE : Memo for C/MAS/DDA fr D/Pers dtd 16 Aug 76,
subj: Recommendation for Efficiency Evaluation
Subject

In response to your telephone request, the following information is provided relative to the Office of Personnel Efficiency Evaluation Project selected by the DDA and the Comptroller:

Project

Survey system on data control of applicant processing to seek cost savings and service improvement.

Short Title

Survey of Applicant Processing Data Controls

Project Description

A feasibility study is being conducted to determine the efficiency and effectiveness factors of using the computer to control applicant files, to include recording and summarizing data on numbers of files, movement of files, length of time in process, FSO reports and the disposition of files. The study will include the exploration of high speed word processing equipment to reduce personnel costs and to improve service to applicants.

Date of Initiation

2 August 1976

Significant Milestones

1. Conduct feasibility study.
2. If feasible, explore:
 - a. Computer hardware
 - b. Available prepackaged programs
3. Explore highspeed word processing equipment.
Assuming the study results are positive, the following milestones will be implemented.
4. Secure and install equipment and software.
5. Training employees.
6. Implement new system.

Expected Completion Date

December 1976 for the feasibility study, and September 1977 for the implementation of the system.

Responsibility

Office of Personnel

(Signed) F. W. M. Janney

F. W. M. Janney

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